

### Time Management and You

**Duration:** 30mins

#### Overview:

In this topic, you will consider how your personality affects the way you manage your time and find out how to develop a personal sense of time.

#### Outcomes:

- ✓ Know your personal work pattern
- ✓ Know the causes of bad time management
- ✓ Be able to analyse your use of time
- ✓ Know how to create a time log
- ✓ Understand where your time is best spent.

#### Summary:

- ✓ Work patterns
- ✓ Actions
- ✓ Time log
- ✓ Summary.

### Making Time

**Duration:** 30mins

#### Overview:

In this course, you'll look at techniques for planning and prioritising your work and for improving your efficiency.

#### Outcomes:

- ✓ Understand the importance of planning your goals
- ✓ Know what's important
- ✓ Know what's urgent
- ✓ Be able to make a daily plan
- ✓ Understand the importance of good housekeeping
- ✓ Know how to avoid time wasters.

#### Summary:

- ✓ Planning and prioritising
- ✓ Improving efficiency
- ✓ Phone calls and email.

### People

**Duration:** 40mins

#### Overview:

The way you deal with people can save or lose you time. In this topic, you'll discover how to handle unwanted interruptions, the way to manage meetings and what jobs you should be delegating.

#### Outcomes:

- ✓ Know how to prevent interruptions
- ✓ Know how and when to delegate
- ✓ Be able to review your own work
- ✓ Know which meetings to attend
- ✓ Be able to work out how much the meeting has cost
- ✓ Know what to include in meetings
- ✓ Understand how to deal with interruptions and aggression
- ✓ Be able to encourage participation.

#### Summary:

- ✓ Interruptions
- ✓ Delegation
- ✓ Meetings
- ✓ Questions
- ✓ Summary.

### Recognising Stress

**Duration:** 40mins

#### Overview:

This topic looks at what actually happens when we are stressed, how stress affects performance and how to identify the factors that may cause stress.

#### Outcomes:

- ✓ Know the difference between pressure and stress
- ✓ Be able to recognise indicators of stress
- ✓ Know what causes stress
- ✓ Know how to respond to pressure.

#### Summary:

- ✓ The cost of stress
- ✓ Recognising stress
- ✓ Pressure
- ✓ Indicators.

### Dealing with Stress

**Duration:** 35mins

#### Overview:

In this course you will look at a number of techniques for coping with stress and how you can develop long-term resilience to stress.

#### Outcomes:

- ✓ Learn techniques for coping with stress at work and at home
- ✓ Learn techniques for reducing stress
- ✓ Understand how sharing your problem will help
- ✓ Learn to say no
- ✓ Start to think positively
- ✓ Understand how to live a healthy life in order to reduce stress.

#### Summary:

- ✓ Techniques at work
- ✓ Techniques at home
- ✓ Questions
- ✓ Summary.

### Where Are You Going?

**Duration:** 25mins

#### Overview:

This topic looks at the importance of life planning, techniques for setting personal, life and career goals, and implementing career action plans.

#### Outcomes:

- ✓ Learn how to bring balance to your life
- ✓ Be able to create a timeline
- ✓ Be able to set goals for the future
- ✓ Be able to decide what you want to get out of your career
- ✓ Know how to review adjust your plan.

#### Summary:

- ✓ Life planning
- ✓ Career Action Plans
- ✓ Questions
- ✓ Summary.